

**PERSONNEL AND TRAINING BUREAU  
PERSONNEL GROUP**

**NOTICE**  
12.3.1

April 12, 2012

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Personnel Group

**SUBJECT:** WORKERS' COMPENSATION - EMPLOYEE OBLIGATIONS

The purpose of this Notice is to clarify Department expectations and inform Injured-on-Duty (IOD) employees of certain obligations commensurate with receiving Workers' Compensation benefits.

All IOD employees, Temporary Totally Disabled (TTD), or employees receiving IOD Workers' Compensation benefits shall review and comply with the policies and procedures in the Department Manual and guidelines for compensation for medical examinations in the current Memorandum of Understanding.

The Department requires IOD employees to attend physical therapy or alternative medical treatments prescribed and to refrain from activities that could aggravate or worsen their injury and thus delay the recovery process. Injured-on-Duty employees are under obligation to report to their treating physician any planned or past activities that may affect their medical recovery. Such information allows the doctor, along with other medical diagnostic testing and examinations, to determine the severity of the injury, establish a course of treatment and properly advise the Department of the appropriate duty status for the IOD employee on the Injury Status Report (ISR), Form Gen. 195.

The ISR provides the Department with critical information from the treating physician concerning the IOD employee's duty status and temporary work restrictions. Department policy requires the IOD employee to provide the ISR to their treating physician each time treatment is received. Completion of the ISR enables the treating physician to determine whether the IOD employee may be accommodated in their current assignment or in a temporary assignment while recovering from injury.

**Note:** The employee must inform their treating physician of their specific duties and essential job functions in the Department. This information will assist the physician in determining if the IOD employee can return to work in a modified capacity with restrictions, versus placing the employee on TTD status.

Employees shall not engage in secondary employment while carried on sick or IOD status, except by special written permission by the Director, Office of Administrative Services (Department Manual Section 1/270.30), through the chain of command.

**Note:** All secondary employment related concerns should be directed to Personnel Group.

Once permission for secondary employment has been obtained, employees are mandated to report earned income while off work on IOD status or while receiving Workers' Compensation benefits, per California Insurance Code 1871.8. All activities that result in monetary compensation separate from IOD benefits, including one's own business, require reporting weekly compensation to TRISTAR (sworn) or Workers' Compensation Division, Personnel Department (civilian).

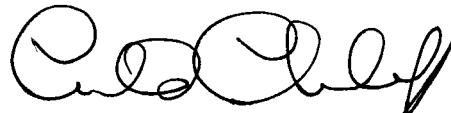
The Department's greatest asset is its employees. To this end, the wellness and recovery of IOD employees remains a top priority. Achieving this objective requires a commitment that IOD employees educate themselves and follow the policies and procedures governing Workers' Compensation. As such, all employees should become familiar with this Notice and related sources (California Insurance Code 1871.8, Department Manual Sections 3/711.60 and 3/720.35) within this document concerning IOD and Workers' Compensation benefits.

If there are any questions regarding this Notice, please contact Lieutenant Leonard Cross, Officer in Charge, Medical Liaison Section, Personnel Division, at (213) 486-4611.

APPROVED:



GLORIA GRUBE, Police Administrator  
Commanding Officer  
Personnel Group



STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachment

DISTRIBUTION "D"

## INTRADEPARTMENTAL CORRESPONDENCE

March 21, 2012  
12.3.1

**TO:** All Department Employees

**FROM:** Commanding Officer, Personnel Division

**SUBJECT:** WORKERS' COMPENSATION- EMPLOYEE OBLIGATIONS NOTICE  
ACKNOWLEDGEMENT OF RECEIPT

Attached is the Notice, entitled "*Workers' Compensation-Employee's Obligations*" prepared by the Department. This Notice advises you of your obligations if placed on Temporary Totally Disabled (TTD) status, as well as your obligation related to Injured-on-Duty (IOD) status. Acknowledgement of receipt of this Notice is required. A copy of the receipt will be provided upon request.\*

I HAVE RECEIVED AND UNDERSTAND IT IS MY DUTY TO READ THE  
INFORMATION CONTAINED ON THE ATTACHED NOTICE:

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_

Rank, Name & Serial No.: \_\_\_\_\_

The above named employee received a copy of the Department Notice, entitled "*Workers' Compensation - Employee Obligations*":

Name, Serial No. and Title: \_\_\_\_\_

Date: \_\_\_\_\_

FRANCOIS L. GARDERE JR., Police Administrator  
Commanding Officer  
Personnel Division

\* Original 15.2 Receipt maintained in Employee's Divisional Package.